

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K050376	10. Budget Program Number 01711		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Facilities Specialist		
3. Division East Region			12. Proposed Class Title		
4. Section Operations	For  Use  By  Personnel  Office	13. Allocation			
5. Unit Maintenance		14. Effective Date			
6. Location (address where employee works)  City Chanute County: Neosho		15. By	Approved		
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM	17. Audit Date: By: Date: By:			Position Number	

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

This is a position is responsible for the maintenance and operations of the State Owned Chanute Area State Office Complex consisting of 40,000 square ft. physical plant and 15 acre campus, in order to provide safe, suitable and adequate office housing for more than 120 state employees of DCF, four tenants state agencies. Along with the Chanute Complex this position works in six East Region facilities to assist with moves, offices issues, etc. Incumbent works as liaison with Operations Director in the planning and execution of capital improvement projects to the Chanute Office Complex and coordinates with any contractors engaged in such projects.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

**Name Robert Burt**

**Title Physical Plant Supervisor**

**Position Number**

Who evaluates the work of an incumbent in this position?

**Name Robert Burt**

**Title Physical Plant Supervisor**

**Position Number**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Incumbent has considerable latitude in planning and completing work assigned. Assignments are planned and carried out with very little supervision. Instructions are general in nature and given through verbal or written communication.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
No. 1    60%    E	<p>Maintains and repairs building, property, and grounds of the Chanute Complex which includes</p> <ul style="list-style-type: none"> <li>• HVAC: Performs routine maintenance, repair, and upkeep on heating, ventilation, and air conditioning equipment to include cleaning or replacing filters in air handling units and fan coil units; flush evaporators, Q-Coils, on refrigeration and A/C units to keep in proper function, maintain air compressors, regulators, pneumatic, and electronic controls, steam traps, and thermostats to keep heating and cooling equipment functional. Maintains heating system boiler; reads gauges; records information; operates manual controls; makes adjustments as needed to ensure appropriate supply of hot water and heat; maintains proper water levels, temperatures and pressures. Checks safety alarms, automatic controls, pumps, valves, and lines for proper operation and leaks. Makes seasonal change over from heating to cooling/ cooling to heating.</li> <li>• Plumbing: Troubleshoots, repairs, installs, and maintains plumbing equipment and supplies such as flush parts on toilets and urinals, facets and fixtures on sinks and basins, drain and supply piping for sanitation. May operate sewer cleaning machines to keep drain lines functional, operate supply isolation valves in the event of leak and replacement of piping, valves, or fittings. Maintains hot water heating equipment. Makes scheduled rounds of building, visually inspecting and checking for stopped up or leaky fixtures, making necessary repairs or replacement as appropriate.</li> <li>• Electrical: Troubleshoots, maintains, and repairs existing secondary electrical circuitry. Makes repairs to circuit breakers, panels, conduit, wiring, light fixtures, outlets, switches, and etc. Inspects and repairs emergency and exit lighting equipment. Inspects and replaces bulbs lamps and ballasts in light fixtures.</li> <li>• Carpentry: Makes repairs and/or alterations to buildings using carpentry skills and the tools associated with a particular job. Work could include, but not be limited to the following projects: Building or repairing doors, door jambs, fixing or replacing windows, removing, replacing or repairing walls by using metal studs and hanging sheet rock, installing suspended ceilings hangers and ceiling tiles, painting interior and exterior of the Chanute Service Center.</li> <li>• Grounds Maintenance: Operates equipment required for grounds, sidewalk, and parking lot maintenance, both routine and seasonal.</li> </ul>
No. 2    25%    E	<p>Determines need for and plans maintenance or repair projects. Estimates costs and material needs and purchases materials and supplies for projects. Coordinates with contractors on out-sources projects. Coordinates with Central Office, Director of Operations, and Facilities Manager in regards to planning, scheduling and supervision of major capital improvement projects.</p>
No. 3    15%    E	<p>Travel to six East Region Service Centers, which will include, changing lights, moving staff, setting up and tearing down Herman Miller, moving files, file cabinets. Etc.</p>

- 
- 
22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( X ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Title**

**Position Number**

- 
23. Which statement best describes the results of error in action or decision of this employee?
- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
  - ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
  - ( X ) Major program failure, major property loss, or serious injury or incapacitation.
  - ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Daily contact with the agency employees, tenant agencies, and the public.

- 
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

All East Region Employees.

Contractors

Central Office

Department of Administration

- 
25. What hazards, risks or discomforts exist on the job or in the work environment?

May be required to work at height, under building, in boiler room, with high voltage electrical equipment, and adverse weather conditions.

- 
26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Volt-ohm Meter and other electrical equipment, hand and power tools, mowers, saws, trimmers, truck and tractor on a daily basis.

---

**PART III - To be completed by the department head or personnel office**

---

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Five years of experience in the mechanical or building trades. Education may be substituted for experience as determined relevant by the agency.

---

Education or Training - Special or professional

---

License, certificates and registrations

Driver's License

---

Special knowledge, skills and abilities

---

Experience - Length in years and kind

Five years experience in the mechanical or building trades.

---

**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

---

Signature of Employee

Date

---

Signature of Personnel Official

Date

**Approved:**

---

Signature of Supervisor

Date

---

Signature of Agency Head or  
Appointing Authority

Date